

MEMORANDUM

January 8, 2009

To: OCD Grantees with expired grants

From: Bill Parker, Interim Director, Housing Resource Fund
 Office of Community Development

RE: Financial Summary Reports (FSRs) and expired grants

The Office of Community Development (OCD) was evaluated by the State Auditor General's (AG) office last year, and one concern the AG expressed is that on occasion MSHDA OCD was disbursing funds on grant awards after the term of the grant had expired. OCD was allowing these disbursements because the costs were incurred prior to the grant expiration date. Subsequently, the AG informed us that we cannot disburse funds on expired grants.

If you have a grant from OCD that has expired, you can request an extension (grant amendment), or your CD Specialist can initiate the amendment. CD Specialists are reviewing their portfolios at this time, and he/she will be contacting all Grantees that are affected. However, you should be aware that OPAL will not allow you to submit an FSR on an expired grant, and it will not allow OCD staff to approve an FSR on an expired grant.

These extensions are not meant to authorize any new expenditures, but to allow you to draw down funds for expenses already incurred. Any new expenditures must be approved by your CD Specialist.

If you have any questions, please contact your CD Specialist.